To make your initial investment purchase, you are required to submit supporting documents with your Investment Authorization form. Below is a list of common investment assets and their required documents. For assets not listed below, please call us at 845-947-1000.

Please ensure that all paperwork is completed correctly prior to submitting to Madison Trust and that all required paperwork is submitted together with the Investment Authorization form.

**Important:** Investments must be registered/titled “Madison Trust Company, Custodian FBO [Accountholder’s name] [MTC Account #]”

The Tax ID number used on the investment documents should be Madison Trust’s EIN: 46-4377943.

**IRA LLC**
- Operating Agreement
- EIN Confirmation
- Articles of Organization or Certificate of Formation

**PRIVATE PLACEMENTS, HEDGE FUNDS, LIMITED PARTNERSHIPS**
- Private Placement Memorandum and Subscription Agreement
- The Operating Agreement or Limited Partnership Agreement (if applicable)

**REAL ESTATE**
*When purchasing real estate, be sure that all parties understand that the buyer is “Madison Trust Company, Custodian FBO [Accountholder’s name] [MTC Account #]”*

**For the Earnest Money deposit**
- Fully Signed Purchase Contract

**For the full purchase/closing**
- Purchase Contract (if Earnest Money deposit was done, the same Purchase Contract would be used at closing)
- Settlement Statement/HUD
- Title insurance policy (if applicable)
- Draft of Deed
  - “When Recorded Return To” address should be listed as: Madison Trust Company, 1 Paragon Drive, Suite 275, Montvale, NJ 07645

**PROMISSORY NOTE (UNSECURED)**
- A draft of the Promissory Note that includes the following:
  - Lender must be listed as “Madison Trust Company, Custodian FBO [Accountholder’s name] [MTC Account #]”
  - Amount of loan
  - Date of issuance
  - Interest rate
  - Re-payment terms
  - Maturity date
  - Interest compounding period (annual, quarterly, monthly, daily, none)

  - Once the note is finalized, it must be signed and notarized by the borrower prior to funding.

**If borrower is a business entity, also submit:**
- Articles of Organization or Certificate of Formation
- Certificate of Good Standing (only applicable if entity has been in existence longer than 12 months)

**SECURED PROMISSORY NOTE**
In addition to everything required for an unsecured promissory note (see above), please include the applicable security documents.

- If the note is Secured by Real Estate, please include the Deed of Trust
- If the note is Secured by other Collateral, please include a copy of the applicable security or agreement

**PRECIOUS METALS**
- Invoice/purchase contract/order form from precious metals dealer under the name of “Madison Trust Company, Custodian FBO [Accountholder’s name] [MTC Account #]”

  *All precious metals are to be shipped to and stored in Delaware Depository Services Company’s storage facility. For a list of precious metals allowed in an IRA, please see the “Precious Metals List.”*